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CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

Office of the Comptroller

Program Analysis Staff

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CENTRAL INTELLIGENCE AGENCY

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Statement of Mission and Functions

Office of the Comptroller

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ORGANIZATION  
20 March 1953

COMPTROLLER

12. MISSION

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; and will advise the Deputy Director (Administration) on general Agency efficiency, organization structure, functions, manpower requirements, and administrative procedures for all components of the Agency.

13. FUNCTIONS

The Comptroller shall:

- a. Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- b. Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- c. Supervise the operation of all budget and all financial programs of the Agency.
- d. Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- e. Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- f. Control all liaison and contacts with the Bureau of the Budget on Agency matters.
- g. Supervise all liaison with other agencies in connection with budget and finance matters.
- h. Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- i. Provide budget and fiscal services for the National Security Council.
- j. Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
- k. Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for [redacted] installations.
- l. Develop and maintain effective program and financial analysis and prepare and distribute appropriately analytical reports and statements.
- m. Conduct, in cooperation with Office heads or their designees, or as directed by the Deputy Director (Administration), studies of organization, functions, methods, and procedures and recommend improvements.
- n. Investigate various makes and types of office machines and equipment and assist in developing suitable applications thereof.
- o. Plan and direct the Agency's Work Simplification Program.
- p. Prepare the annual report on the Agency's Management Improvement Program.
- q. Review requests for establishment of, or changes in, tables of organization.

14. ORGANIZATION

See organization chart.

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C O M P T R O L L E R

C O M P T R O L L E R

ORGANIZATION AND  
METHODS SERVICE

TECHNICAL ACCOUNTING  
STAFF

PROGRAM ANALYSIS  
STAFF

BUDGET DIVISION

FISCAL DIVISION

FINANCE DIVISION

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CENTRAL INTELLIGENCE AGENCY

Statement of Mission and Functions

Program Analysis Staff

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Reference: [REDACTED] 20 March 1953

OFFICE OF COMPTROLLER

PROGRAM ANALYSIS STAFF

Under general direction of the Comptroller, plans and develops policies, procedures, standards and techniques over:

- a. A system for review and analysis of CIA program and financial activities
- b. Progress reporting of CIA organizational elements
- c. Review and analysis of reports and reporting systems

Program Review and Analysis

Analyzes major programs of CIA for balance as to requirements and resources, phasing and consistency with schedules and objectives; analyzes implementation of CIA programs, points out deficiencies and recommends action to be undertaken.

Establishes implied and mutual relationships between and among the reported performance and progress statements and financial data by organization structure, appropriation structure, functions, programs, sub-programs, projects and activities.

Correlates and integrates program performance and progress reports; conducts a continuous review and analysis of the reported performance and progress of CIA programs, evaluates and highlights program performance and progress.

Maintains liaison with and participates in research on program planning procedures, factors, and other program devices.

Provides assistance to program planners in determining the feasibility of programs prior to their implementation.

Participates in the development of the program structures and formats to insure that they are so constructed as to aid the discharge of the Comptroller's responsibility for the review and analysis of program progress.

Under the direction of the Comptroller, participates in studies to establish the feasibility and practicability of the financial program structure and any modifications thereof.

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Reference: [REDACTED] 20 March 1953 - Continued

Participates in the development of requirements of CIA for progress data on each program; and in designing a uniform reporting system which will be suitable for program control and evaluation by the Comptroller.

Appraises the objectives, structures, definitions, and characteristics of CIA programs from the standpoint of their amenability to significant progress reporting and evaluation.

Organizes special working groups for study of problems involving review and analysis of CIA programs.

Reviews and analyzes current and proposed mission directives in the light of the financial data received to determine proper assignment of functions, and to clarify relationships with other segments of the overall program.

#### Progress Review and Analysis

Financial management review and analysis of reported performance and progress on CIA activities including basic assumptions, scheduled and attained objectives, program elements, resource requirements and utilization, priorities, quantitative and qualitative factors, performance standards, substantive statements and explanation, and influencing situations and factors outside the control of the Agency.

Integrates and translates the reports of program performance and progress into an overall picture of the status of financial management programs; and shows apparent and probable (1) imbalances of significant factors such as priorities, resource requirement, resource utilization, resource distribution, time schedules, procurements, supply schedules, facilities, etc., within and among CIA programs; (2) deficiencies, inefficiencies, and extreme variations in executing programs; and (3) satisfactory achievements and accomplishments.

Develops policies, methods, procedures and techniques governing the periodic measurement and evaluation of actual against scheduled accomplishments in the execution of CIA programs.

Prepares periodic summary type program progress reports for the Director of CIA and his Deputies, comparing current with programmed status, indicating trends, economies, efficiencies, highlighting delays, difficulties, imbalances, and needs for program revisions.



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Reference: [REDACTED] 20 March 1953 - Continued

Prepares manuals or appropriate parts thereof prescribing the principles, methods and techniques of program review and analysis.

Review and Analysis of Reports and Reporting Systems

Develops policies, methods and procedures governing periodic reporting of program performance and progress.

Establishes standards for the preparation of reports.

Supervises the preparation of analyses, reports, and publications on the activities and accomplishments of CIA.

Directs special surveys of existing reporting systems to determine needed improvements therein, or the desirability of completely overhauling or discontinuing them.

Analyzes existing systems of recurring reports for the purpose of determining whether they will provide the data required for the analysis of program progress.

Organizes studies, analyses and recommendations dealing with specialized aspects of the reporting system for the purpose of incorporating necessary special requirements into the system.

Conducts field surveys of reporting systems throughout the CIA organization to assure compliance with prescribed regulations and to give technical assistance or guidance to reporting offices throughout the Agency.

Supervises continuous re-examinations of existing procedures, methods, coverage, definitions and other phases of the reports and reporting systems to uncover gaps, inconsistencies, and shortcomings in the data being produced by the reports and statistical reporting systems.

Makes special studies in problem areas indicated by the evaluation of performance and progress data to determine the adequacy and accuracy of the data, or to determine more specifically the definition of the areas and the seriousness of the problems involved.

Determines essential requirements and needs for data which can be used to measure program performance and progress.

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Reference: [REDACTED] 20 March 1953 - Continued

Investigates and analyzes reporting systems used by the other agencies for the purpose of determining the desirable portions which should be incorporated into the proposed systems.

Provides evaluations of the effectiveness and efficiency in the utilization of money, manpower, and material resources in achieving the objectives of CIA programs.

Advises and consults in the development and integration of internal reporting systems with Agency-wide systems.

Assists in bringing about uniformity of internal policy and procedure within field elements, and consistency in the interpretation and utilization of statistical and reporting standards.

Plans, develops, prepares and provides field elements with reporting techniques, training aids, and technical aids and guides.

Participates in the establishment of field progress reports to make sure that essential information is collected, analyzed and presented.

Plans, develops and promotes, in coordination with the Office of Training, the training and indoctrination program for review and analysis personnel in the field.

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CENTRAL INTELLIGENCE AGENCY

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CENTRAL INTELLIGENCE AGENCY

Job Descriptions

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Standard Form No. 7  
February, 1946

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UNITED STATES CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION

3. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

(b) Other (specify)

Position No.

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment	Accountant	GS	510	B		
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (if any)

Accountant (Chief, Program Analysis Staff)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

11. Department, agency, or establishment

Central Intelligence Agency

a. First subdivision

Office of the Comptroller

b. Second subdivision

Program Analysis Staff

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

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12. This is a complete and accurate description of the duties and responsibilities of my position

13. This is a complete and accurate description of the duties and responsibilities of this

(Signature of immediate supervisor)

(Date)

Title: Deputy Comptroller

14. Certification by head of bureau, division, field office, or designated representative

15. Certification by department, agency, or establishment

(Signature)

(Date)

(Signature)

(Date)

Title:

Title:

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

Works under the very general supervision of the Comptroller and his Deputy in the capacity of Chief, Program Analysis Staff. Assumes delegated responsibility for formulating, developing, directing and coordinating the numerous phases of a comprehensive program the major functions of which include the analysis and evaluation of, and reporting on, major Agency operational and support programs, for the purpose of furnishing current and accurate information and data, to the DCI and other top policy making officials, concerning the progress, success, potential value and/or non-value of the programs as they relate to the over-all Agency mission.

Formulates and develops an analysis and reporting program. Through observation and study of all phases of Agency operations determines which major operational and/or support programs require individual analysis and those which lend themselves to concurrent or correlated analyses; establishes, in conjunction with superior, the priority of programs to be analyzed, basing final decisions on requirements of higher authority together with consideration of the magnitude of a given program and its effect or potential effect on the mission of the Agency; estimates the type and quantity of information necessary for the analysis of a major program, setting forth, for subordinates, the methods and techniques of obtaining and presenting; establishes supplemental reporting requirements including data on expenditures of funds, utilization of man power

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and equipment, etc., to be submitted at regular or special intervals by the officials in charge of the program undergoing analysis.

Directs and coordinates the activities of subordinates; Assigns specific phases of projects with instructions as to scope of coverage to be made, information and/or data required, time limits in which to be obtained and whether to be presented in graphic, statistical or narrative form or combinations thereof; spot checks efforts of subordinates during the process of fact finding, leading assistance as required, such as making personal contacts with operating chiefs to smooth out controversial issues involving possible security or policy infringements as result of furnishing information sought; reassigns subordinates to project phases having higher priority or more commensurate with their individual skill and ability; reviews completed work for adequacy as relates to original instructions and for usefulness in the complete program analysis; develops employees through systematic on-the-job training in all facets of program analysis including methods and techniques of fact finding, statistical analysis, accounting, financial analysis, utilization of man power and equipment, etc.; evaluates subordinates service; and approves the hiring removal, or reassignment of employees.

Prepares final analytical reports on programs analyzed with complete evaluation and recommendations. Integrates subordinates fact finding reports and own findings and fragmentary analyses together with periodic reports and operational data submitted by program officials into a final program analysis; prepares or directs the preparation of additional explanatory narrative, graphic and statistical data in order to present a comprehensive study of the program undergoing analysis; from this material prepares a factual evaluation concerning the progress of the program whether it is on schedule, within estimated budget requirements, whether more or less manpower and equipment has been utilized than estimated, whether the accomplishments appear to justify the means, whether specific operations in the program could be eliminated without jeopardizing the program as a whole, conversely, whether the efficiency of the program would be enhanced by increasing the scope or intensity of specific operations therein, etc.

Prepares recommendations in support of program evaluation which frequently form the basis for Agency policy and operational revisions of major importance.

Performs other incidental duties as assigned.

➤ Personal Contacts include regular liaison with the DD's and their assistants, top office and operating chiefs within the Agency. Top level industrialists, financiers, economists, etc., and high level officials in other Government Agencies.

ACCOUNTANT - CHIEF, PROGRAM ANALYSIS STAFF - GS 15

I. Organization Mission

The Program Analysis Staff is responsible for furnishing advice to the Comptroller and top Agency Officials based on analyses and evaluations of major Agency operational and support programs. To meet this responsibility, the Staff plans and develops policies, procedures, standards, and techniques for the review and analysis of Agency programs, projects, financial activities, reports, and reporting systems; consolidates available data and presents comprehensive and analytical progress reports on the various organizational elements of the Agency; maintains liaison with top level officials of the Agency while participating in research or program planning procedures and program requirements to assist in determining the feasibility of such programs prior to their implementation; makes recommendations based on its findings for initiation, revision, amplification, or simplification of accounting, reporting, or program procedures; and, functions generally as a source for analyses of financial statements and reports within the Office of the Comptroller.

II. Job Summary

As Chief, Program Analysis Staff, works under the very general supervision of the Comptroller and his Deputy in the capacity of Chief, Program Analysis Staff. Assumes delegated responsibility for formulating, developing, directing and coordinating the numerous phases of a comprehensive program the major functions of which include the analysis and evaluation of, and reporting on, major Agency operational and support programs, for the purpose of furnishing current and accurate information and data, to the DCI and other top policy making officials, concerning the progress, success, potential value and/or non-value of the programs as they relate to the over-all Agency mission.

III. Nature and Variety of Duties

Formulates and develops an analysis and reporting program: Through observation and study of all phases of Agency operations determines which major operational and/or support programs require individual analysis and those which lend themselves to concurrent or correlated analyses; establishes, in conjunction with superior, the priority of programs to be analyzed, basing final decisions on requirements of higher authority together with consideration of the magnitude of a given program and its effect or potential effect on the mission of the Agency; estimates the type and quantity of information necessary for the analysis of a major program, setting forth, for subordinates, the methods and techniques of obtaining and presenting; establishes supplemental reporting requirements including data on expenditure of funds, utilization of man power and equipment, etc., to be submitted at regular or special intervals by the officials in charge of the program undergoing analysis.



ACCOUNTANT - CHIEF, PROGRAM ANALYSIS STAFF - GS 15 - Continued

III. Nature and Variety of Duties - Continued

Directs and coordinates the activities of subordinates: Assigns specific phases of projects with instructions as to scope of coverage to be made, information and/or data required, time limits in which to be obtained and whether to be presented in graphic, statistical or narrative form or combinations thereof; spot checks efforts of subordinates during the process of fact finding, lending assistance as required, such as making personal contacts with operating chiefs to smooth out controversial issues involving possible security or policy infringements as result of furnishing information sought; reassigns subordinates to project phases having higher priority or more commensurate with their individual skill and ability; reviews completed work for adequacy as relates to original instructions and for usefulness in the complete program analysis; develops employees through systematic on-the-job training in all facets of program analysis including methods and techniques of fact finding, statistical analysis, accounting, financial analysis, utilization of man power and equipment, etc.; evaluates subordinates service; and approves the hiring removal, or reassignment of employees.

Prepares final analytical reports on programs analyzed with complete evaluation and recommendations. Integrates subordinates fact finding reports and own findings and fragmentary analyses together with periodic reports and operational data submitted by program officials into a final program analysis; prepares or directs the preparation of additional explanatory narrative, graphic and statistical data in order to present a comprehensive study of the program undergoing analysis; from this material prepares a factual evaluation concerning the progress of the program whether it is on schedule, within estimated budget requirements, whether more or less manpower and equipment has been utilized than estimated, whether the accomplishments appear to justify the means, whether specific operations in the program could be eliminated without jeopardizing the program as a whole, conversely, whether the efficiency of the program would be enhanced by increasing the scope or intensity of specific operations therein, etc.

Prepares recommendations in support of program evaluation which frequently form the basis for Agency policy and operational revisions of major importance.

Performs other incidental duties as assigned.

IV. Standard Factors:

Supervision: Incumbent is responsible for the supervision of employees of the Staff, directs and coordinates the activities of subordinates, and makes specific work assignments.

ACCOUNTANT - CHIEF, PROGRAM ANALYSIS STAFF - GS 15 - Continued

IV. Standard Factors: - Continued

Scope and Effect of Work: Through the development and installation of effective techniques and systems for conducting analyses and evaluations of programs, projects, or other activities of the Agency, to function in an advisory capacity to management through the Office of the Comptroller.

Supervision and Guidance Received: Incumbent operates under the general supervision of the Comptroller or Deputy Comptroller and is subject to policy guidance only on the most unusual procedural problems. Chief sources of guidance include administrative and program policy regulations of the Agency, contracts or other agreements negotiated by the Agency, recognized analytical, statistical, and accounting procedures, and the regulations of other U. S. Government Bureaus and Agencies to the extent applicable to the problems at hand.

Mental Demands: A major responsibility of the incumbent is the training of personnel and the development of new procedures tailored to meet the needs of the Agency. In consequence, the incumbent must be alert at all times to the various types of action programs, projects, and related activities undertaken by the Agency as well as of the accounting methods and reporting procedures which have been installed to provide for their control by management.

Personal Work Contacts: These include liaison with the DD's and their assistants, top office and operating chiefs within the Agency, top ranking industrialists, financiers, economists, etc., and high level officials in other U. S. Government Agencies.

V. Special Factors:

A comprehensive knowledge of economics, international affairs, and foreign languages would be helpful.

VI. Job Requirements:

Incumbent must possess an exceptional background in both Government and commercial accounting, in the analysis of miscellaneous reports and financial statements, and in statistics including graphic presentation and methods, together with a thorough knowledge of reporting techniques; must be able to compose written textual material in introduction to or in support of charts, statistical tables, and financial statements prepared by the Staff as a part of its individual analyses or reports; must write reports evaluating the effectiveness of the respective programs; and edit and review the work of subordinates. A complete knowledge of the organizational pattern and functions of the Agency as well as of its regulations and administrative and accounting policies is also required. Incumbent must be able to direct and

ACCOUNTANT - CHIEF, PROGRAM ANALYSIS STAFF - GS 15 - Continued

VI. Job Requirements: Continued

coordinate the efforts of subordinates in the development of the various analytical programs which he initiates.

VII. Job Progression:

Progression to this position will normally be from a subordinate position in the Program Analysis Staff. However, promotion and/or reassignment may be made from supervisory positions within the Office of the Comptroller provided the candidate meets the requirements listed above.

VIII. Physical Demands: Of minor import.

IX. Distinguishing Features:

This position is distinguishable from lower-graded staff accounting positions in that the incumbent represents the Comptroller or Deputy Comptroller in any matters which require attendance of incumbent at policy-making meetings or conferences. Incumbent also assumes full responsibility for the successful completion of all major assignments subject only to policy review and guidance.

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ACCOUNTANT - DEPUTY CHIEF, PROGRAM ANALYSIS STAFF - GS-14

I. Organization Mission

The Program Analysis Staff is responsible for furnishing advice to the Comptroller and top Agency Officials based on analyses and evaluations of major Agency operational and support programs. To meet this responsibility, the Staff plans and develops policies, procedures, standards, and techniques for the review and analysis of Agency programs, projects, financial activities, and reports; consolidates available data and presents comprehensive and analytical progress reports on the various organizational elements of the Agency; utilizes pertinent data, which the Staff has collected and analyzed, to assist top level officials of the Agency, who are engaged in program and/or project planning, in determining the advisability of undertaking such programs and/or projects; makes recommendations based on its findings for initiation, revision, amplification, or simplification of accounting, reporting, or other procedures; and, functions generally as a source for analyses of financial statements and reports within the Office of the Comptroller.

II. Job Summary

As Deputy Chief, Program Analysis Staff, works under the general supervision of the Chief, Program Analysis Staff, with full authority to act for the Chief in his absence in all matters pertaining to the conduct of the business of such Staff. In this capacity, assumes delegated responsibility for formulating, developing, directing and coordinating the numerous phases of a comprehensive program the major functions of which include the analysis and evaluation of, and reporting on, major Agency operational and support programs, for the purpose of furnishing current and accurate information and data to the DCI and other top policy-making officials concerning the progress, success, and potential value of the programs as they relate to the over-all Agency mission.

III. Nature and Variety of Duties

Formulates and develops an analysis and reporting program through observation and study of all phases of Agency operations and determines which major operational and/or support programs require individual analysis, and which lend themselves to collective or correlated analysis; establishes, in conjunction with superior, the priority of programs to be analyzed, basing final decisions on requirements of higher authority together with consideration of the magnitude of a given program and its effect or potential effect on the mission of the Agency; determines the type and quantity of information necessary for the analysis of a major program, setting forth, for subordinates, the methods and techniques of

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SECRET - SECURITY CODE, PROGRAM ANALYSIS STAFF - GS-11 - Continued

III. Nature and Variety of Duties - Continued

obtaining and presenting the material; establishes supplemental reporting requirements including data on expenditure of funds, utilization of man power and equipment, etc., to be submitted at regular or special intervals by the officials in charge of the program undergoing analysis.

Directs and coordinates the activities of subordinates; assigns specific phases of projects with instructions as to scope of coverage to be made, information and/or data required, time limits in which to be obtained, and whether to be presented in graphic, statistical, or narrative form or combinations thereof; spot checks efforts of subordinates during the process of fact finding, lending assistance as required such as making personal contacts with operating chiefs to smooth out controversial issues involving possible security or policy infringements which may result from furnishing information sought; reassigns subordinates to project phases having higher priority or more commensurate with their individual skills and abilities; reviews completed work for adequacy in relation to original instructions and for usefulness in the completed analysis of the program; develops employees through systematic on-the-job training in all facets of program analysis including methods and techniques of fact finding, statistical analysis, accounting, financial analysis, utilization of man power and equipment, etc.; evaluates subordinates services; and approves the hiring, removal, or reassignment of employees.

Prepares final analytical reports on programs analyzed with complete evaluation and recommendations. Integrates subordinates' fact finding reports and own findings and partial analyses with periodic reports and other operational data submitted by program officials to produce a final program analysis; prepares or directs the preparation of additional explanatory narrative, graphic and statistical data in order to present a comprehensive study of the program undergoing analysis; from such material, prepares a factual evaluation concerning the progress of the program, whether it is on schedule, within estimated budget requirements, whether manpower and equipment utilization estimates are being met, whether the accomplishments appear to justify the means, whether specific operations in the program could be eliminated without jeopardizing the program as a whole, and conversely, whether the efficiency of the program would be enhanced by increasing the scope or intensity of specific operations therein, etc.; prepares recommendations in support of program evaluation which frequently form the basis for Agency policy and operational revisions of major importance.

Performs other incidental duties as assigned.

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ACCOUNTANT - DEPUTY CHIEF, PROGRAM ANALYSIS STAFF - GS-11 - Continued

IV. Standard Factors:

Supervision: Incumbent is responsible for the supervision of employees of the Staff, directs and coordinates the activities of subordinates, and makes specific work assignments.

Scope and Effect of Work: Through the development and installation of effective techniques and systems for conducting analyses and evaluations of programs, projects, or other activities of the Agency, to function in an advisory capacity to management through the Office of the Comptroller.

Supervision and Guidance Received: Incumbent operates under the immediate supervision of the Chief of the Staff, or, in his absence, under the supervision of the Comptroller or Deputy Comptroller, and subject to policy guidance on the most unusual procedural problems. Chief sources of guidance include administrative and program policy regulations of the Agency, contracts or other agreements negotiated by the Agency, recognized analytical, statistical, and accounting procedures, and the regulations of other U. S. Government Bureaus and Agencies to the extent applicable to the problems at hand.

Mental Demands: A major responsibility of the incumbent is the development of new procedures tailored to meet the needs of the Agency. In consequence, the incumbent must be alert at all times to the various types of action programs, projects, and related activities undertaken by the Agency as well as of the accounting methods and reporting procedures which have been installed to provide for their control by management.

Personal Work Contacts: These include liaison with the DD's and their assistants, top office and operating chiefs within the Agency, top ranking industrialists, financiers, economists, etc., and high level officials in other U. S. Government Agencies.

V. Special Factors: None

VI. Job Requirements:

Incumbent must possess a background in both Government and commercial accounting, in the analysis of miscellaneous reports and financial statements, and in statistics including graphic presentation and methods, together with a thorough knowledge of reporting techniques; must be able to compose written textual material in introduction to or in support of charts, statistical tables, and financial statements prepared by the Staff as a part of its individual analyses or reports; must write reports evaluating the effectiveness of the respective programs; and edit and review the work of subordinates. A complete knowledge of the organizational

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ACCOUNTANT - DEPUTY CHIEF, PROGRAM ANALYSIS STAFF - GS-14 - Continued

VI. Job Requirements: Continued

pattern and functions of the Agency as well as of its regulations and administrative and accounting policies is also required. Incumbent must be able to direct and coordinate the efforts of subordinates in the development of the various analytical programs which he initiates.

VII. Job Progression:

Progression to this position will normally be from a subordinate position in the Program Analysis Staff. However, promotion and/or reassignment may be made from supervisory positions within the Office of the Comptroller provided the candidate meets the requirements listed above.

VIII. Physical Demands: Of minor import.

IX. Distinguishing Features:

This position is distinguishable from lower-graded staff accounting positions in that the incumbent represents the Chief, Program Analysis Staff in any matters which require attendance of incumbent at policy-making meetings or conferences and that in the absence of the Chief, has full authority to act for the Chief in all matters pertaining to the business of the Staff. Incumbent also assumes full technical responsibility for the successful completion of all major assignments subject only to policy review and guidance.

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-13

I. Organization Mission

The Program Analysis Staff is responsible for furnishing advice to the Comptroller and top Agency Officials based on analyses and evaluations of major Agency operational and support programs. To meet this responsibility, the Staff plans and develops policies, procedures, standards, and techniques for the review and analysis of Agency programs, projects, financial activities, and reports; consolidates available data and presents comprehensive and analytical progress reports on the various organizational elements of the Agency; utilizes pertinent data, which the Staff has collected and analyzed, to assist top level officials of the Agency, who are engaged in program and/or project planning, in determining the advisability of undertaking such programs and/or projects; makes recommendations based on its findings for initiation, revision, amplification, or simplification of accounting, reporting, or other procedures; and, functions generally as a source for analyses of financial statements and reports within the Office of the Comptroller.

II. Job Summary

As Accountant - GS-13, with a background in the field of analytical, accounting, and statistical methods, and with responsibility for performing in a major work area, assumes delegated authority for formulating, developing, directing, and coordinating assigned phases of a comprehensive program the major functions of which include the analysis and evaluation of, and reporting on, major Agency operational and support programs, for the purpose of furnishing current and accurate information and data to the DCI and other top policy-making officials concerning the progress, success, and potential value of the programs as they relate to the over-all Agency mission.

III. Nature and Variety of Duties:

Collaborates with the Chief or Deputy Chief of the Program Analysis Staff in formulating and developing an analysis and reporting program through observation and study while engaged in the conduct of detailed examinations of major Agency operational and support programs; advises on the availability of data; and recommends establishment of necessary supplemental reporting requirements for programs or other operations to be submitted at regular or special intervals by officials in charge of such programs or other operations.

Advises on estimated requirements of man-power and equipment to carry out assignments within prescribed time limits; directs and coordinates activities of personnel assigned; checks efforts of subordinates and lends assistance as required in interpretation of more difficult accounting problems; aids in the development of



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ACCOUNTANT - PROGRAM ANALYSTS (STAFF - GS-13) - Continued

III. Nature and Variety of Duties: Continued

employees through systematic on-the-job training in all facets of accounting and program, statistical, and financial analysis; and evaluates the services of subordinates.

Prepares final analytical reports on assigned programs including evaluations and recommendations; prepares narrative comments to accompany charts, statistical tables, or accounting schedules to the extent necessary to present a comprehensive study of the programs analyzed; evaluates the facts disclosed indicating, among other items, progress, efficiency, and economies of the programs, as well as program expenditures in relationship to amounts budgeted; and submits recommendations based on such evaluations which may frequently form the basis for Agency policy or for policy revisions of major importance.

Performs other incidental duties as assigned.

IV. Standard Factors:

Supervision: Incumbent is responsible for the supervision of Staff employees as and while they are assigned to work on projects or programs with which incumbent has been charged, directing and coordinating the work of such subordinates and making specific work assignments.

Scope and Effect of Work: Through intimate knowledge of reports and records maintained makes recommendations to superiors of changes in accounting or program policies or procedures which may be advisable; requests initiation of special analyses and, based on individual abilities, recommends assignment of subordinates in order to determine extent to which such changes in policies or procedures may be necessary.

Supervision and Guidance Received: Incumbent operates under the immediate supervision of the Chief or Deputy Chief of the Program Analysis Staff and is subject to policy guidance on the most unusual procedural problems. Chief sources of guidance include administrative and program policy regulations of the Agency, contracts or other agreements negotiated by the Agency, recognized analytical, statistical, and accounting procedures, and the regulations of other U. S. Government Bureaus and Agencies to the extent applicable to the problems at hand.

Mental Demands: Incumbent must be prepared at all times to answer questions of subordinates or to indicate where such answers may be obtained. This requires complete knowledge of the various

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-13 - Continued

IV. Standard Factors: Continued

types of action programs, projects, and related activities undertaken by the Agency as well as of the accounting methods and reporting procedures which have been installed to provide for their control by management.

Personal Work Contacts: These include maintaining liaison and conferring with various operating chiefs and other top level personnel within the Agency to establish the needs or requirements of the separate offices, staffs, or divisions of the Agency for digests or analyses of information available to the Office of the Comptroller, and, whenever necessary and on assignment, meeting with other top level officials in other U. S. Government Agencies.

V. Special Factors: None

VI. Job Requirements:

Incumbent must have a background in both Government and commercial accounting supplemented by a knowledge of methods in the analysis of miscellaneous reports and financial statements and in statistical and graphic presentation. The ability to write complete reports and other explanatory material in support of charts, statistical tables, and financial statements is prerequisite to the position. Incumbent must be thoroughly familiar with the organizational pattern and functions of the Agency as well as of its regulations and administrative and accounting policies, and be capable to assume direction of as many subordinates as are necessary to complete assignments.

VII. Job Progression:

Progression to this position will normally be from a subordinate position in the Program Analysis Staff. However, promotion and/or re-assignment may be made from supervisory positions within the Office of the Comptroller provided the candidate meets the requirements listed above.

VIII. Physical Demands: Of minor import.

IX. Distinguishing Features:

This position is distinguishable from lower-graded staff accounting positions in that the incumbent is charged, on assignments, with complete responsibility to perform in a major work area in planning and conducting highly technical analyses. Incumbent must estimate man-power and equipment requirements to complete assignments within allotted time limits, must reassign segments of the work to subordinates, and must assume responsibility for the successful completion of all projects assigned.

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-12

I. Organization Mission

The Program Analysis Staff is responsible for furnishing advice to the Comptroller and top Agency Officials based on analyses and evaluations of major Agency operational and support programs. To meet this responsibility, the Staff plans and develops policies, procedures, standards, and techniques for the review and analysis of Agency programs, projects, financial activities, and reports; consolidates available data and presents comprehensive and analytical progress reports on the various organizational elements of the Agency; utilizes pertinent data, which the Staff has collected and analyzed, to assist top level officials of the Agency, who are engaged in program and/or project planning, in determining the advisability of undertaking such programs and/or projects; makes recommendations based on its findings for initiation, revision, amplification, or simplification of accounting, reporting, or other procedures; and, functions generally as a source for analyses of financial statements and reports within the Office of the Comptroller.

II. Job Summary

As Accountant, GS-12, under general supervision as designated by the Chief or Deputy Chief, Program Analysis Staff, on the basis of background and experience in analytical, accounting, and statistical methods, and with responsibility for carrying out the more difficult project assignments on major Agency operational and support programs, analyzes, evaluates, and reports on such programs as a part of a comprehensive program whose purpose is to furnish current and accurate information and data to the DCI and other top policy-making officials concerning the progress, success, and potential value of the programs as they relate to the overall Agency mission.

III. Nature and Variety of Duties

Under general supervision, subject to review by superiors, and as assigned, plans and conducts highly technical analyses designed to evaluate the results of financial transactions of the Agency in the conduct of its operational and support programs; in discussion with superiors, in meeting with Division and Staff Chiefs, or from personal knowledge of the various fields of operations, ascertains the quantity and quality of the data which are available throughout the Agency and which should be considered in the conduct of the study; from the respective sources, selects the material pertinent to the study; prepares statements to furnish a comprehensive picture of the financial progress or position of the Agency with full consideration of such factors as losses, cost distribution, valuations, and program accomplishment; composes explanatory material necessary to accompany the finished reports including descriptions of progress and program evaluation;

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-12 - Continued

III. Nature and Variety of Duties: Continued

supervises and instructs subordinates assigned from time to time to assist in executing the more detailed portions of assignments; reviews and approves statistical, financial, or other tables, charts, or material prepared by subordinates; makes recommendations as to form, content, manner of presentation, etc., of reports prepared by the Staff and suggests changes in accounting or reporting procedures to improve the quality of recorded data; and, performs other tasks as assigned.

IV. Standard Factors:

Supervision: Incumbent is responsible for the supervision of any lower-graded Staff employees who may be assigned from time to time to assist in the preparation of financial schedules, statistical tables, charts, or other material for use in finished analyses or studies of assigned projects.

Scope and Effect of Work: Analyses developed by incumbent become a tool to enable management to base decisions regarding operational planning on past performance. Accuracy of findings is an essential requirement.

Supervision and Guidance Received: Incumbent operates under supervision of a superior as designated by the Chief of the Program Analysis Staff and is subject to general guidance on procedural problems. Other sources of guidance include Administrative and program policy regulations of the Agency, contracts or other agreements negotiated by the Agency, recognized analytical, statistical, and accounting procedures, and the regulations of other U. S. Government Bureaus and Agencies to the extent applicable to the problems at hand.

Mental Demands: Incumbent must have a well-rounded knowledge of the various types of action programs, projects, and related activities undertaken by the Agency as well as of the accounting methods and reporting procedures which have been installed to provide for their control by management.

Personal Work Contacts: These include contacting officials of the Agency at the Division and Staff Chief levels or their assistants to determine the quantity and quality of data which are available to meet the requirements of assignments at hand.

V. Special Factors: None

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-12 - Continued

VI. Job Requirements:

Incumbent must have a background in both Government and commercial accounting together with some training in financial statement analysis and statistical presentation, and must be able to prepare drafts or finished statements in writing in support of any analytical findings. A knowledge of the organizational pattern and functions of the Agency and of its regulations, and administrative and accounting policies is required.

VII. Job Progression:

Progression to this position will normally be from a subordinate position in the Program Analysis Staff. However, promotion and/or reassignment may be made from supervisory positions within the Office of the Comptroller provided the candidate meets the requirements listed above.

VIII. Physical Demands: Of minor import.

IX. Distinguishing Features:

This position is distinguishable from lower-graded staff accounting positions in that the incumbent is held responsible for carrying out all phases of an assignment dealing with a complete project or program operation. In this capacity it will also be necessary, from time to time, for the incumbent to exercise supervision over subordinates designated to assist in completion of the assignment.

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-9

I. Organization Mission

The Program Analysis Staff is responsible for furnishing advice to the Comptroller and top Agency Officials based on analyses and evaluations of major Agency operational and support programs. To meet this responsibility, the Staff plans and develops policies, procedures, standards, and techniques for the review and analysis of Agency programs, projects, financial activities, and reports; consolidates available data and presents comprehensive and analytical progress reports on the various organizational elements of the Agency; utilizes pertinent data, which the Staff has collected and analyzed, to assist top level officials of the Agency, who are engaged in program and/or project planning, in determining the advisability of undertaking such programs and/or projects; makes recommendations based on its findings for initiation, revision, amplification, or simplification of accounting, reporting, or other procedures; and, functions generally as a source for analyses of financial statements and reports within the Office of the Comptroller.

II. Job Summary:

As Accountant, GS-9, under general supervision of a superior as assigned, and on the basis of experience or training in analytical, accounting, and statistical methods, is held responsible for analyzing, evaluating, or reporting on assigned segments of major projects or for complete analytical reviews of relatively smaller projects as a part of a comprehensive program to furnish current and accurate information to the DCI and other top policy-making officials concerning the progress, success, and potential value of the program in relation to the over-all Agency mission.

III. Nature and Variety of Duties:

Under general supervision performs, as assigned, a variety of studies and analyses of a technical accounting or statistical nature related to the financial transactions of the Agency in the conduct of its operational and support programs, in accordance with instructions from superiors, for the purpose of presenting evaluations of specific operations and, incident thereto, making recommendations for the revision of operating or reporting procedures in order that program accomplishment may be measured more effectively; analyzes and provides in summary form for use by superiors explanatory and supporting financial information concerning methods employed in the treatment of cost distribution, asset valuation, etc., including recommendations for changes in such methods; as assigned and instructed, prepares cost analyses of various operating or house-keeping functions to measure their efficiency in relation to cost and

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ACCOUNTANT - PROGRAM ANALYSIS STAFF - GS-9 - Continued

III. Nature and Variety of Duties: Continued

suggests alternate methods of operation wherever a change appears desirable or necessary; establishes and maintains necessary contacts with other personnel within the Agency; and, performs related duties as required.

IV. Standard Factors:

Supervision: Incumbent will not be required to supervise lower-graded personnel except in unusual and relatively rare instances.

Scope and Effect of Work: Analyses prepared by incumbent, although subject to review by superiors, must be accurate in their findings because of their ultimate use by management in making determinations concerning future action or administrative programs.

Supervision and Guidance Received: Incumbent operates on assigned projects under the supervision of a designated superior and such designation may be subject to change as new job assignments are made. Supervision will be on technical, procedural, or general problems to the extent necessary. Other sources of guidance available to incumbent include administrative and program policy regulations of the Agency, recognized analytical, statistical, and accounting procedures, and the regulations of other U. S. Government Bureaus and Agencies to the extent applicable to the problems at hand.

Mental Demands: Incumbent must have the initiative to acquire a well-rounded knowledge of the various types of action programs, projects, and related activities undertaken by the Agency in addition to having a thorough understanding of the application of accounting methods and reporting procedures which have been installed to provide for the control by management of Agency activities.

Personal Work Contacts: Contacts will be maintained with Staff and Division personnel to the extent necessary to aid in the efficient completion of assignments.

V. Special Factors: None

VI. Job Requirements:

Incumbent must possess experience or training in the field of both Government and commercial accounting, statistics, and financial or statistical analysis.

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VII. Job Progression:

Promotion and/or reassignment may be made from other positions within the Office of the Comptroller provided the candidate meets the requirements listed above.

VIII. Physical Demands: Of minor import

IX. Distinguishing Features: None

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